



NBS End User Training: Receivables Receipts

Student Guide

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NIH Receivables Receipts: Course Overview

Chapter 1

NIH Receivables Receipts: Course Overview



NIH Receivables Receipts: Course Overview

Track 2 End User Training
October 2003

Course Objectives



Course Objectives

- Overview of the NBRSS and NBS
- Accounts Receivable Overview
- Sponsored Travel Receipt Application
- Important Dates

Agenda



Agenda

Wednesday, October 15th

9:00 – 9:30: Course Overview

9:30 – 2:30: Sponsored Travel Receipts

2:30 – 4:00: Wrap-up

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Training Guidelines



Training Guidelines

1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

Accessing Oracle via the NIH Portal



Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: <http://my.nih.gov>
 - To Log on use your:
 - NIH Domain
 - User Name
 - Password
 - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).
- Add the Budget & Finance Community, which is the page where the Oracle application resides



Logging in to the NIH Portal

The screenshot shows the NIH Login page. At the top left is the NBRSS logo (National Institutes of Health Business & Research Support System). To its right is a blue header bar with the text "Logging in to the NIH Portal". Below the header is a white box containing the login form. The form has a red circle around the "Select your domain", "User name", "Password", and "Log in" button. The "Select your domain" dropdown is set to "NIH". The "User name" field contains "paulsa". The "Password" field is masked with asterisks. Below the form is a "Warning Notice" section with text about U.S. Government computer system access. At the bottom of the white box are logos for CIT, the National Institutes of Health, and the Department of Health and Human Services. A footer bar at the bottom right says "Page 5".

NIH Login

1 Select your domain: NIH Which domain should I select?

2 User name: paulsa

Password: [masked] Change Password

Log in

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments to tasr@nih.gov or call 301-594-6248

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Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at <http://my.nih.gov>. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
 - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select?" link for assistance.)
 - Enter your **User name**.
 - Enter your **Password**.
 - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

Adding a Community to your NIH Portal View

The screenshot displays the NIH Portal interface with the following elements and numbered steps:

- Step 1:** Click on the "Communities" tab in the top navigation bar.
- Step 2:** Click on "Edit Your Memberships" in the left sidebar.
- Step 3:** Check the box next to "NBRSS Budget/Finance" in the "Browse for Communities" list.
- Step 4:** Click the "ADD TO MY MEMBERSHIPS >>" button for the selected community.
- Step 5:** Click the "Finish" button in the top right corner of the main content area.



The interface also shows a "Your Community Memberships" section on the right, listing "NBRSS Travel Users" and "CIT" as default communities.

What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click “**Add to my Memberships**”. (You may need to select your default community.)
- Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

Questions

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BUSINESS & RESEARCH SUPPORT SYSTEM

Questions

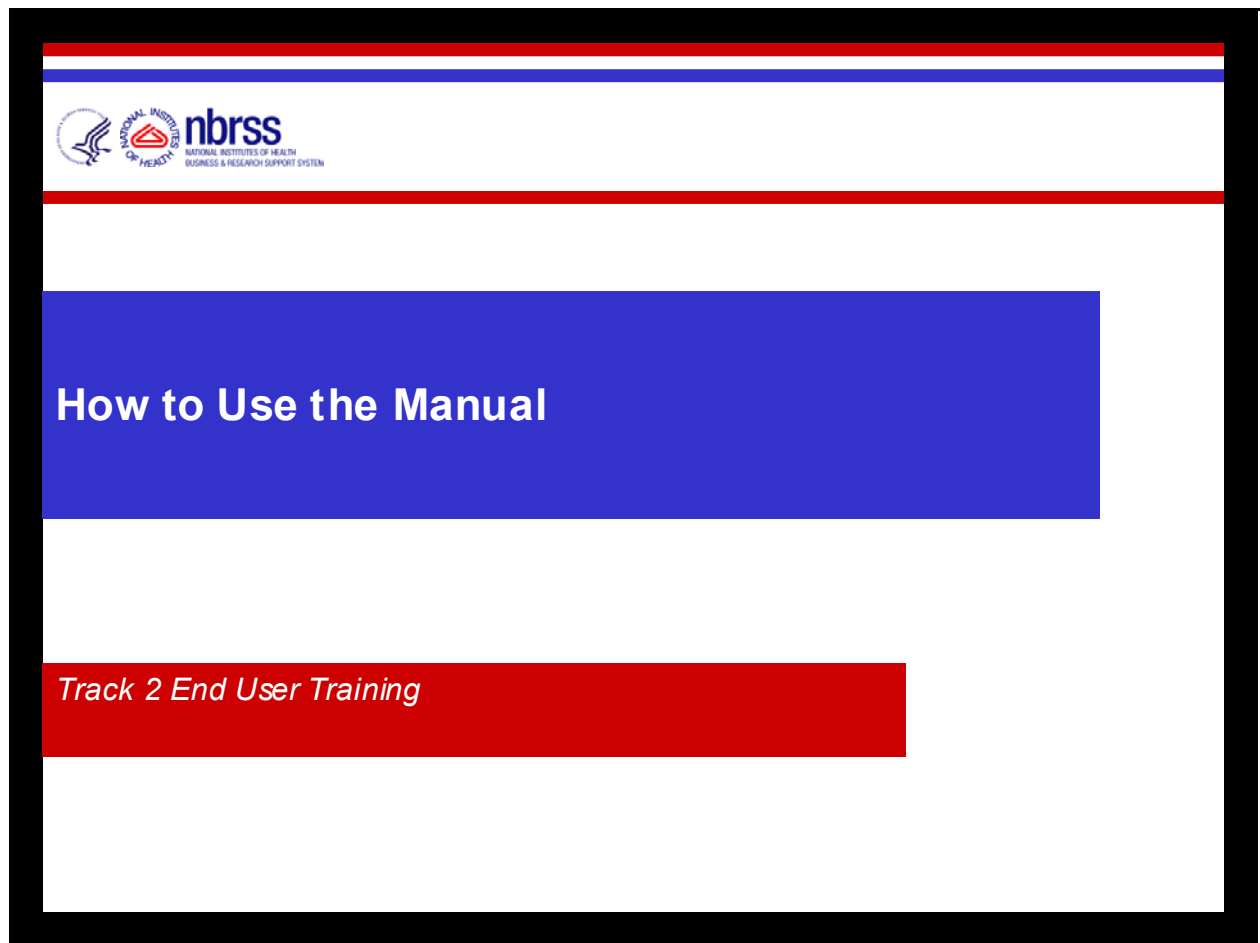
Questions?

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How to Use the Manual

Chapter 2

How to Use the Manual



How to Use the Manual




How to Use the Manual

- Each Student Guide contains a Table of Contents

Table of Contents


NIH Receivables Customer Entry: Course Overview	1-1
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How to Use the Manual

**How to Use the Manual**

- Each Chapter constitutes a lesson
- Each lesson has a set of objectives

Lesson Objectives

**Lesson Objectives**

After this lesson you should know how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 1

Page 2

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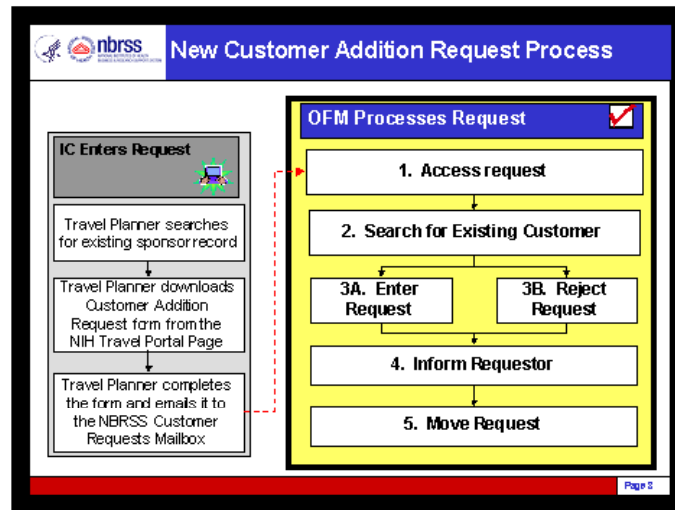
How to Use the Manual

Chapter 2 - Page 4

How to Use the Manual


- The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

New Customer Addition Request Process



All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

How to Use the Manual

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How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

1

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

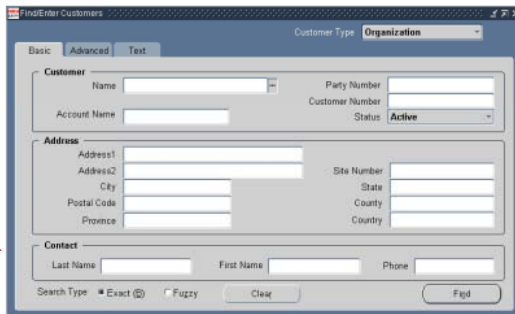
Entering a New Customer

Purpose



The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry
N > Customers > Standard
Find/Enter Customers



How to Use the Manual

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How to Use the Manual


- Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry	←	Oracle Responsibility
N > Customers > Standard	←	Navigation Path
Find/Enter Customers	←	Screen Name

- Navigation Boxes are always followed by a screen shot of the window you will navigate to.

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How to Use the Manual



How to Use the Manual

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold** font indicate a field, window, or button name

NewOKCancel

If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

Goto task #1.

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**.

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

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How to Use the Manual



How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values


7. Enter the city name in the **Site Name** field.
8. Enter the following address information.

Field	Description
Country	Select the appropriate country from the LOV.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.


How to Use the Manual

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BUSINESS & RESEARCH SUPPORT SYSTEM

How to Use the Manual

Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

 **Note:** Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

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How to Use the Manual

How to Use the Manual

The end of the task will be indicated by **End of Activity.**

Example: Below is a sample completed **Contacts: Roles** region tab.

Contacts: Roles							
Contact Name							
Last	First	Title	Number	Job	Mail Stop	Reference	Active
FELDMAN	BENJAMIN	Mr.		Treasurer			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Contact Roles	
Description	Primary
Bill To	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

15. Save your work.

End of activity.


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How to Use the Manual

Chapter 2 - Page 11


How to Use the Manual



How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary



Lesson Summary

In this lesson you learned how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

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Page 10

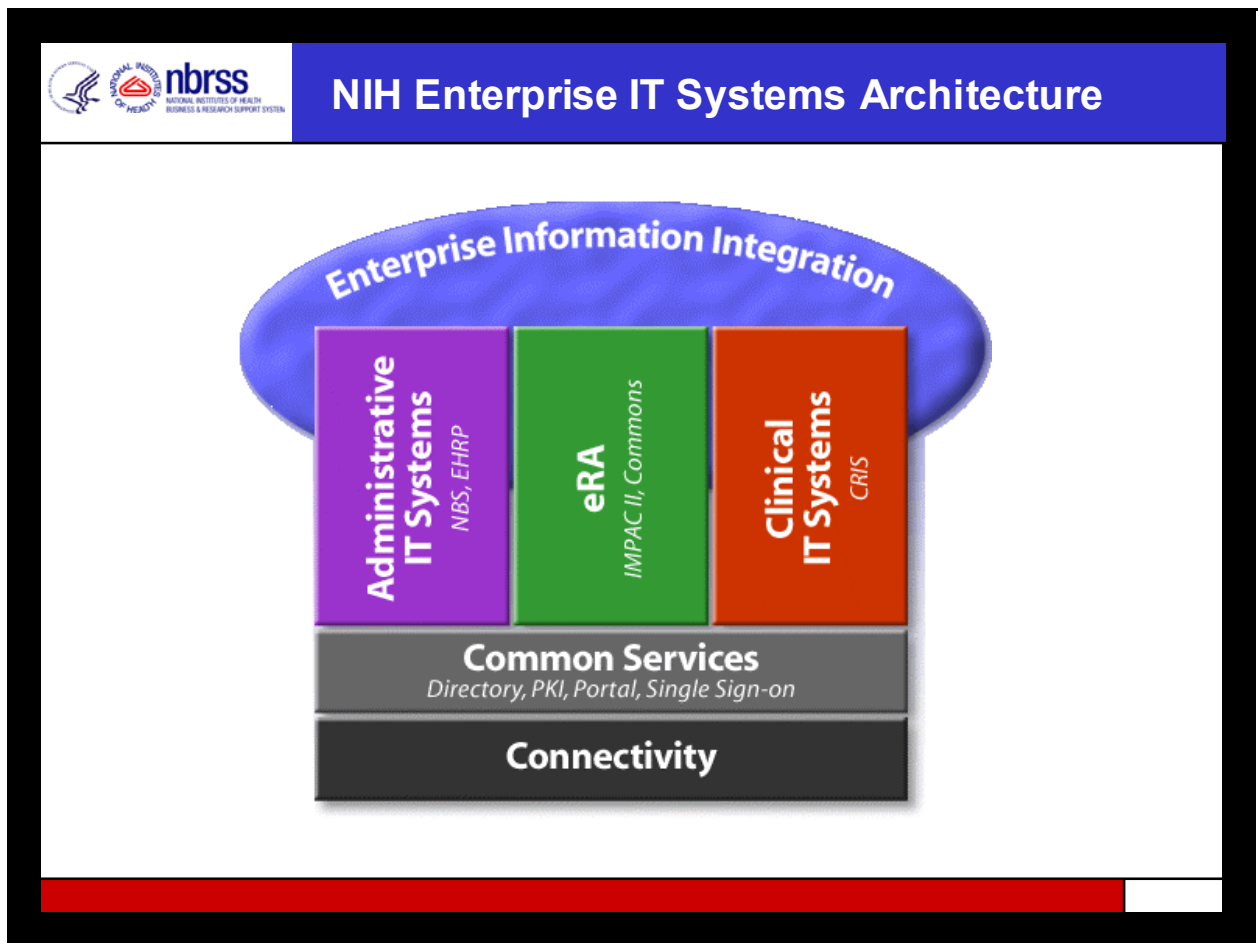
NBRSS Overview

Chapter 3

NIH Business and Research Support System (NBRSS) Overview



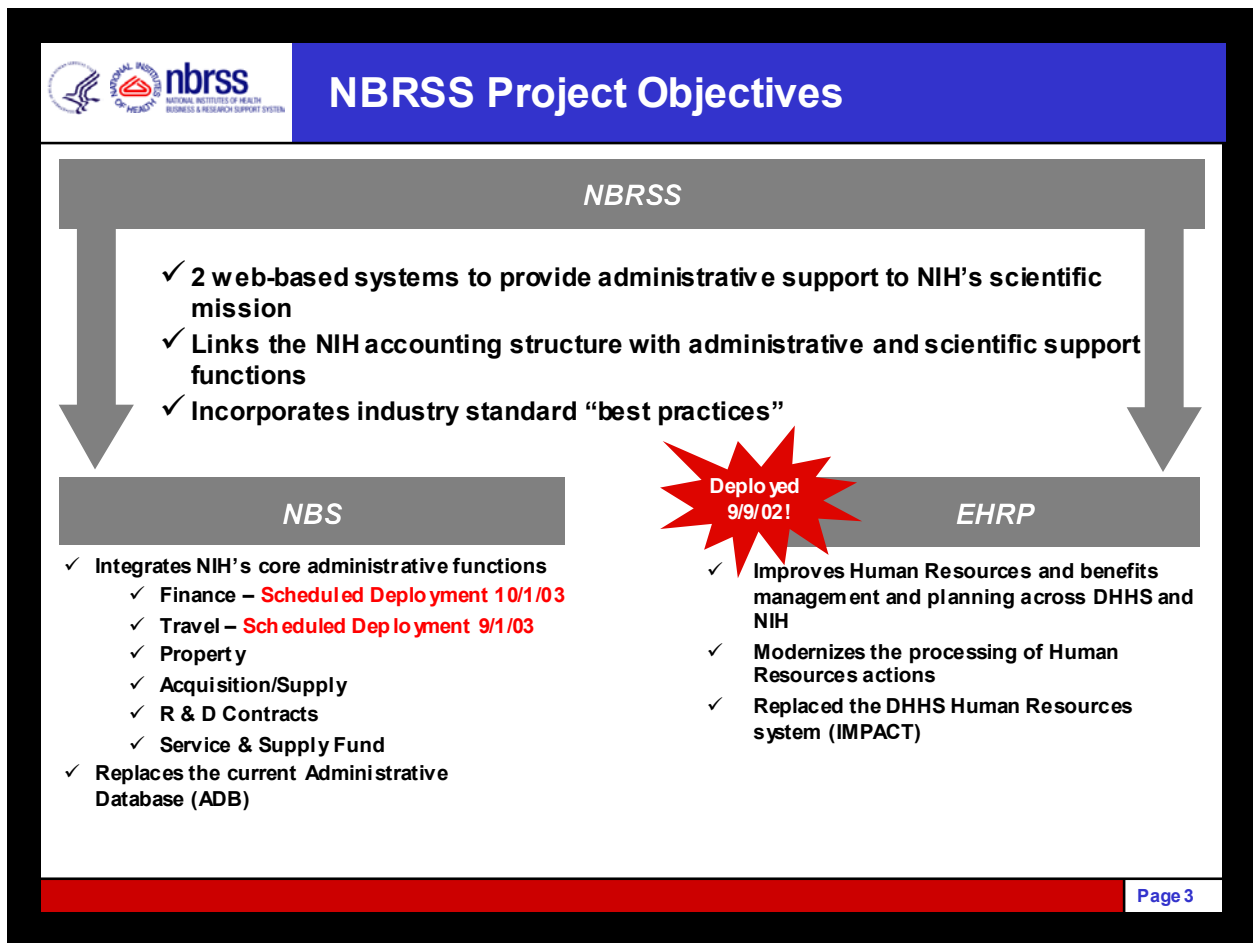
NIH Enterprise IT Systems Architecture



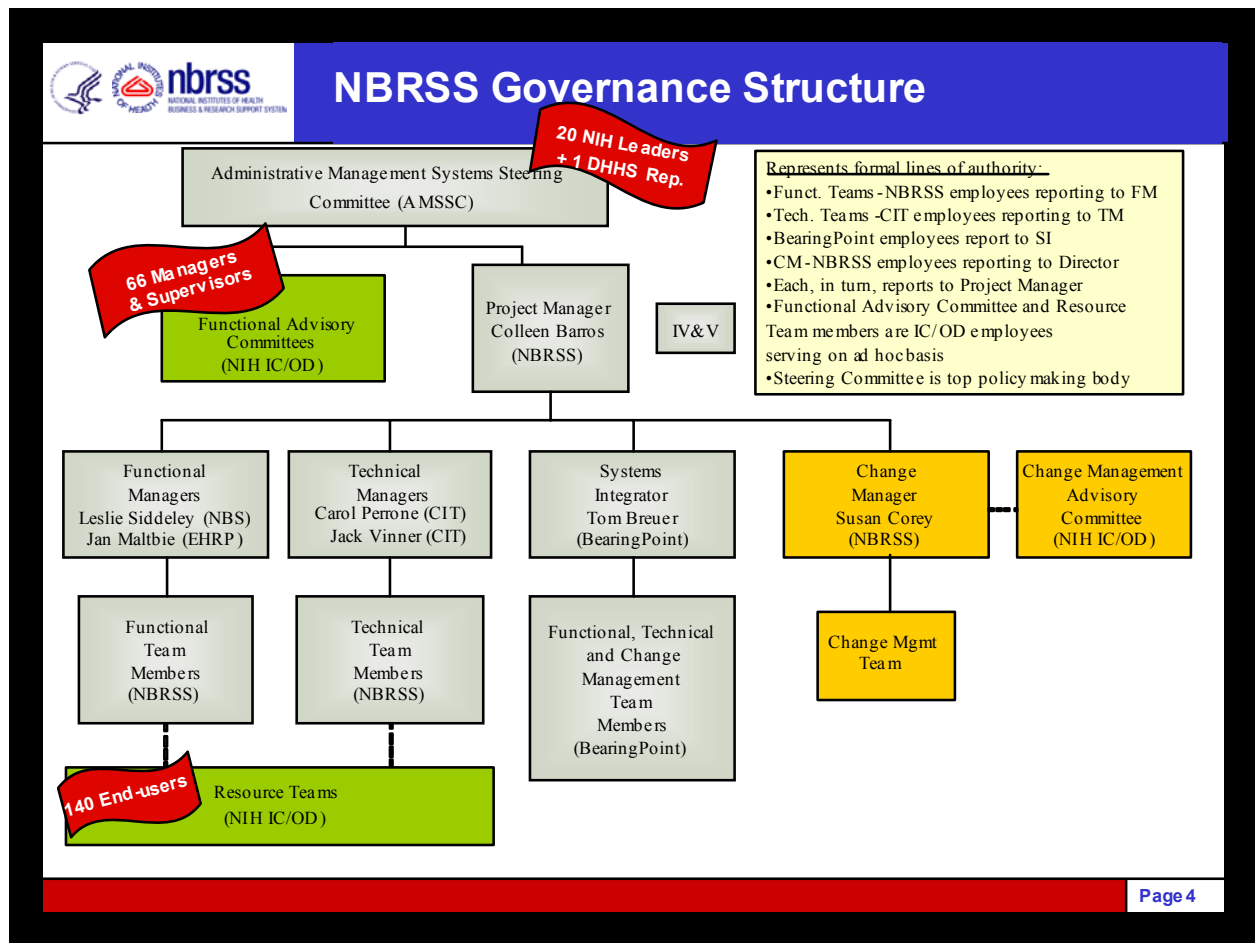
NIH Business System (NBS) – How it all started

- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
 - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
 - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
 - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
 - Processes approximately 150,000 transactions each day.
- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.
- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.

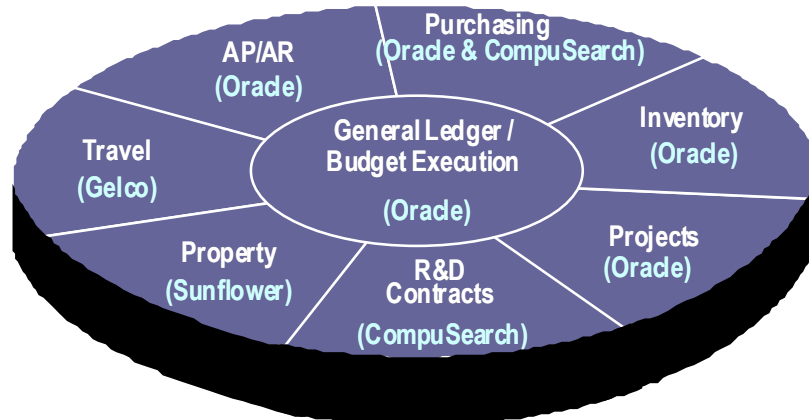
NBRSS Project Objectives



NBRSS Governance Structure



NBS - An Integrated System

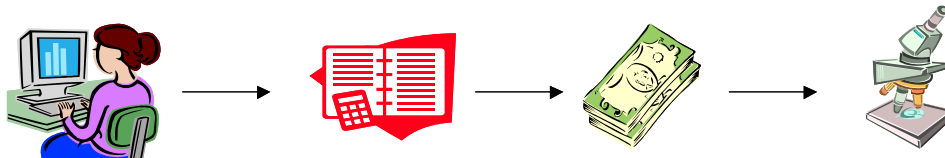


NBS – How it Works



NBS – How it Works

- Typically, transactions proceed horizontally across several administrative functions.
 - Administration uses the NBS to purchase a piece of equipment for a scientist.
 - In *real time*, this information automatically transmits to finance to check funds availability; obligate funds; and once the equipment is received, pay the bill.
 - Upon receipt this information automatically flows to property to track the equipment.



- Why an integrated system?
 - Eliminates multiple entries;
 - Minimizes the potential of errors;
 - Provides accurate reports; and
 - Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

Expected Benefits of the NBS



Expected Benefits of the NBS

- One integrated system, linking each of the major business functions, including human resources;
- Better integration and sharing of information within the organization;
- Improved managerial control and access to key data; and
- Improved financial statements and management reports across NIH, using the new Accounting Classification Structure (ACS).

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Realities of the NBS



Realities of the NBS

- NBS replaces a dying system – something had to be done. NBS offers a modern-day feel, but no system is perfect, and the NBS will not solve everything.
- NBS is not a proprietary system – we're bound by the software, and customizations are costly.
- There will be a phased conversion period, so we will not experience the full functionality and benefits all at once. As pieces of the current system are shut down and the new system is set up, there will be disruption.
- The administrative, legal, and regulatory policies outside of the NBS remain.
- To reap the full benefits of the NBS, local IC policies and approval levels may need to be reevaluated.
- The NBS project is not operating independently – it is influenced by various Department initiatives.

Track 1 Activities: General Ledger/Budget



Track 1 Activities: General Ledger/Budget

- NBS General Ledger replaces the CAS as the system of record
- New projects (former CANs) are created
- Budgets are entered based on the new accounting structure

Sample Track 2 Activities: Travel



Sample Track 2 Activities: Travel

- **NBS Travel System**
 - Enter, approve, and electronically route travel documents, such as authorizations and vouchers.
- **Accounts Payable**
 - Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
 - Maintain the database of travelers and banking information
- **Accounts Receivable**
 - Establish a list of sponsors that is referenced by the NBS Travel System
 - Track amounts due from and paid by non-federal organizations that sponsor travel
- **Cash Management**
 - Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable
- **General Ledger/Fed Admin**
 - Collect data from all financial subledgers
 - Record in-kind contributes from sponsors
 - Enter manual journal vouchers

Accounts Receivable Overview

Chapter 4

Track 2 Accounts Receivable Overview



Track 2 Accounts Receivable Overview

Track 2 End User Training
August 2003

Lesson Objectives



Lesson Objectives

After this lesson you will know:

- What Accounts Receivable functionality is being used in Track 2
- The Accounts Receivable activities related to Sponsored Travel

Accounts Receivable Functionality



Accounts Receivable Functionality

Track 2 Accounts Receivable Activity is limited to Travel-related Transactions

Sponsored In-Cash Travel

- Sponsor information is held in customer table
- Sponsor in-cash invoices are created in AR upon approval of travel voucher in NBS Travel System
- Sponsor payments are entered and applied to outstanding invoices

Sponsored In-Cash Travel Activities



Sponsored In-Cash Travel Activities

➤ Customer Table Maintenance

- Sponsor information is held in the customer table
- Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System


➤ Invoices for Sponsor in-cash expenses

- Invoices are generated upon approval of travel vouchers in NBS Travel System
- Invoices flow into AR automatically on a nightly basis
- Actual bills to sponsors will continue to be generated manually outside the NBS system

➤ Sponsored Travel Payments

- Sponsor payments are entered and applied to outstanding invoices
- The Cashiers will do the initial entry and application of receipts
- The General Ledger Branch is responsible for researching any unapplied receipt amounts

Customer Table



Customer Table

➤ Below is an example of a record in the Customer Table

Customers - Standard

Customer Type: **Organization** ☒ Active

Organization Number: **39223**

Name: **PEW CHARITABLE TRUSTS**

Customer Number: **1103**

Alternate Name:

Tax Registration Num:

Account Name:

Taxpayer ID:

Addresses

Classification

Order Management

Marketing

Communication

Contacts

Contacts : Roles

Address

☐ Show Only Active Addresses

☒ 3333 CALIFORNIA ST, SUITE 410, SAN FRANCISCO, CA, 94118, United States

Duplicate Check

Party Relationships

New

Open

Page 4

Customer Table Maintenance

- Sponsor information is held in customer table
- Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System
- Requests for new sponsors or updates to existing sponsors are handled through the submission of the Customer Request form to the NBRSS Customer Requests mailbox
- Customer table contains the sponsors name, address, and contact and billing information

Sponsored Travel Invoices

Travel Voucher Number

Customer

Transactions (NIH-OU) - PEW CHARITABLE TRUSTS, TR108V-1

Number: TR108V-1 Date: 02-JUL-2003 ☒ Complete

Reference: TR108 Currency: USD Transaction: TRAV

Source: SPONSORED TRAVEL Class: Invoice

Type: Sponsored Travel Inv GL Date: 02-JUL-2003

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To

Name

Number

Location

Address

Contact

Terms: 30 NET Commitment

Due Date: 01-AUG-2003 Agent

Bill To

PEW CHARITABLE TRUSTS

1132

BILL_TO 233

3333 CALIFORNIA ST

SUITE 410

SAN FRANCISCO, CA 94118 United States

Tag Distributions Sales Credits Balances

Incomplete Freight Credit Installments Line Items

Page 5

- Invoices are generated upon approval of travel vouchers in NBS Travel System
- Invoices flow into AR automatically on a nightly basis
- Actual bills to sponsors will continue to be generated manually outside the NBS system
- The **Transaction Number** in Accounts Receivable will be equal to the Travel Voucher number in the NBS Travel System
- The **Source** will always be **Sponsored Travel**
- The **Bill To** block displays the Customer or Sponsor information.

Sponsored Travel Payments

The screenshot displays the nbrss (National Institutes of Health Business & Research Support System) interface for Sponsored Travel Payments. It features two main windows: 'Receipts (NIH) - 1000035' and 'Applications (NIH) - 666554.JAS'.

Receipts (NIH) - 1000035 window details:

- Receipt Number: 666554.JAS
- Currency: USD
- Receipt Date: 26-JUN-2003
- Payment Method: SPON TRAV FY04
- Status: Cleared
- Trans Code: [Empty]
- Receipt Type: Cash
- Receipt Amount: 1500.00
- CL Date: 02-JUL-2003
- Document Num: [Empty]
- Functional Amount: 1500.00
- Customer: PEW CHARITABLE TRUSTS
- Customer Number: 1132
- Location: BILL_TO 233
- Tax Code: [Empty]
- Comments: CHECK REMITTED FROM JUDY SZUCH
- Customer Bank: [Empty]
- Bank Name: [Empty]
- Postmark Date: [Empty]
- Confirmation Date: [Empty]
- GL Date: [Empty]

Applications (NIH) - 666554.JAS window details:

- Customer Name: PEW CHARITABLE TRUSTS
- Customer Number: 1132
- Location: BILL_TO 233
- Receipt Amount: USD 1500.00
- Unapplied: 0.00
- On Account: 0.00
- Unresolved Claims: 0.00
- Prepayments: 0.00
- Exchange Gain/Loss: 0.00

Applications Table:

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR108V-1	1	USD	500.00	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR108V-5	1	USD	1000.00	0.00	

Annotations on the screenshot:

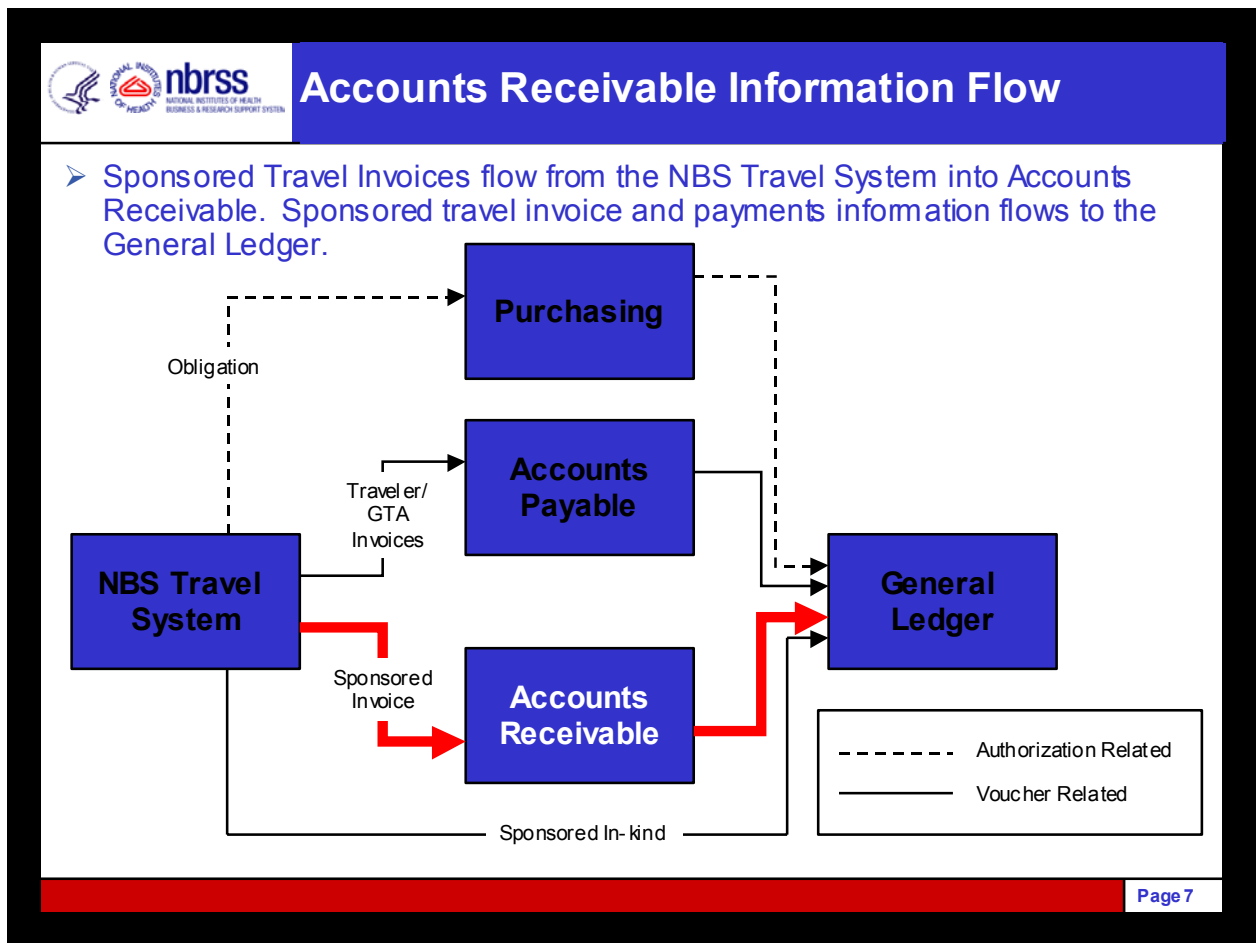
- Check No** points to the Receipt Number field.
- Customer** points to the Customer Name field.
- Invoices** points to the Applications table.
- A large blue arrow points from the Applications window towards the bottom right.

Page 6

Accounts Receivable receipts record the payment of cash to the NIH.

- Sponsor payments are entered and applied to outstanding invoices
- The Cashiers will do the initial entry of the receipts and application to invoices if known
- The General Ledger Branch is responsible for researching any unapplied receipt amounts

Accounts Receivable Information Flow



The emphasized arrows indicate the flow of information related to Sponsored In-Cash Travel

Lesson Summary



Lesson Summary

After this lesson you learned:

- What Accounts Receivable functionality is being used in Track 2
- The Accounts Receivable activities related to Sponsored Travel

Sponsored Travel Receipt Application

Chapter 5

Sponsored Travel Receipt Application



Sponsored Travel Receipt Application

Track 2 End User Training
October 2003

Lesson Objectives



Lesson Objectives

After this lesson, you will know how to:

- Apply receipts to invoices
- Run reports to assist in the application of receipts
- Correct the application of a receipt to an invoice
- Perform adjustments affecting receipt application



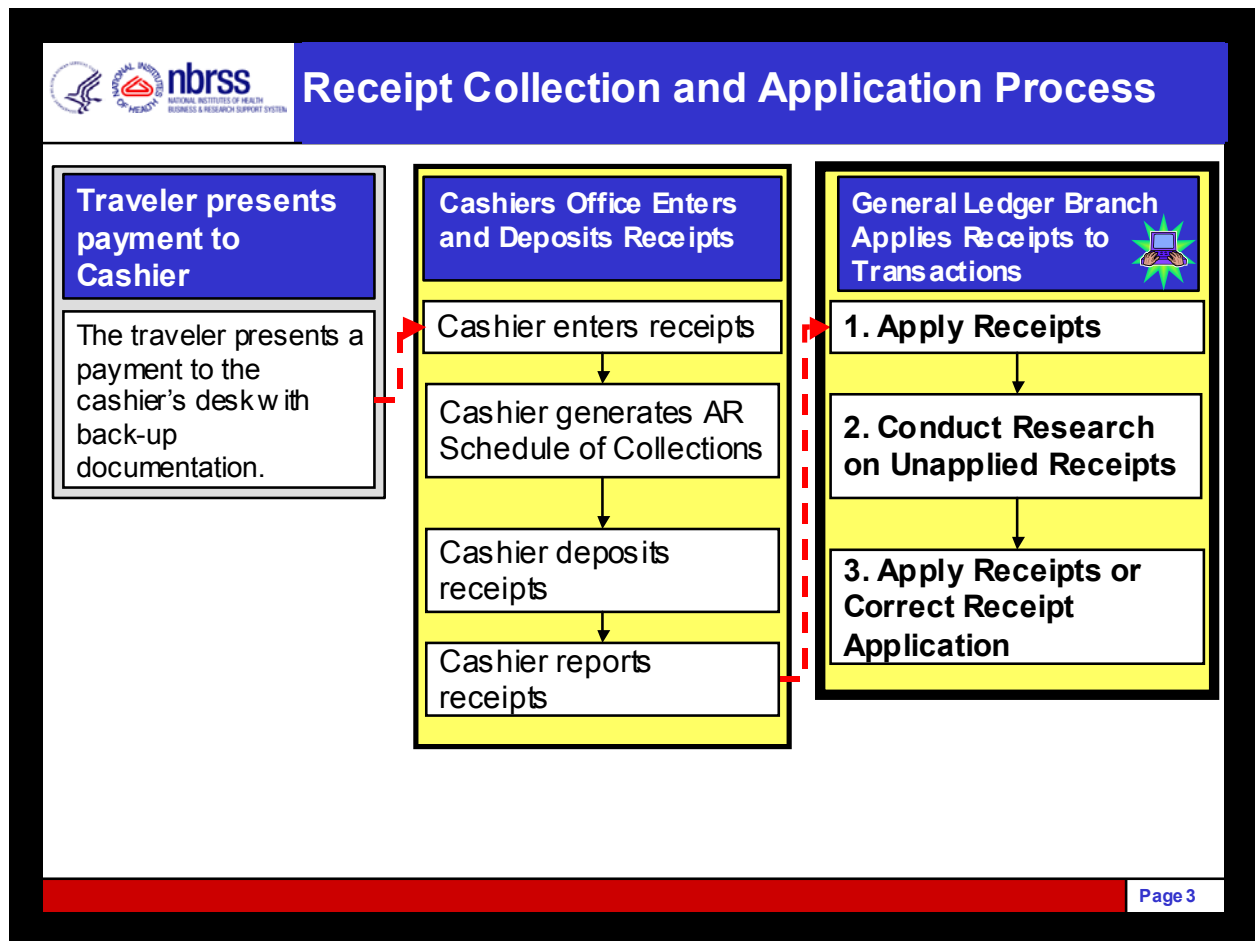
Applying Receipts to Invoices

After this lesson, you will know how to:

→ Apply receipts to invoices

- Run reports to assist in the application of receipts
- Correct the application of a receipt to an invoice
- Writing off receipt balances

Receipt Collection and Application Process



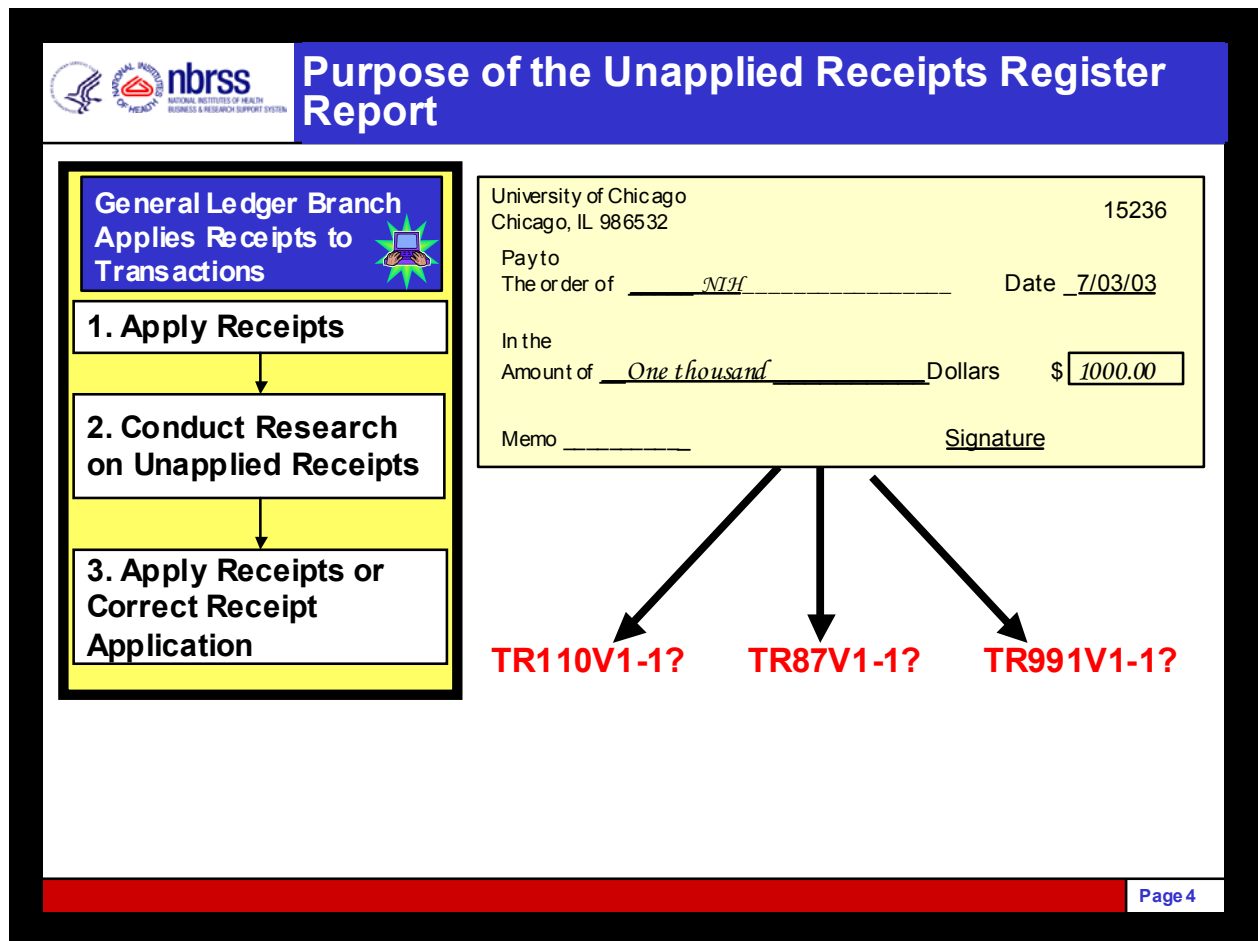
Receipts will continue to be segregated by categories:

- Travel Advance Refunds and Refunds to Appropriation
- Sponsored Travel Receipts

You will be given copies of the AR Schedule of Collections Report which will detail the sponsored travel receipts received by the Cashiers Office.

The AR Schedule of Collections report will be printed for a single deposit ticket. Each deposit ticket will contain a single type of receipt.

Purpose of the Unapplied Receipts Register Report



The role of the General Ledger Branch in the receipt process is to apply receipts received by the Cashiers Office to open AR transactions. When receipts are applied to transactions, the receipt is removed from the suspense account and the cash placed in the correct fund.

The AR Schedule of Collections Report for Sponsored Travel Receipts



The AR Schedule of Collections Report for Sponsored Travel Receipts

The **AR Schedule of Collections Report** displays the sponsored travel receipts received and recorded on a deposit ticket

1. Apply Receipts

National Institutes of Health AR Schedule of Collections Report		Page: 1 of 1 Report Date:09/04/03	

Deposit Ticket Number:555551			

Total Batches Included		Total Actual Receipts Included	Deposit Ticket Total Amount
-----		-----	-----
1		2	1,000.00
-----		-----	-----
Batch Number: 4		Batch Source:Sponsored Travel	
		Payment Method:SPON TRAV FY04	

Batch Control Count	Batch Control Amount	Batch Actual Count	Batch Actual Amount

2	1,000.00	2	1,000.00

Receipt Number	Payer Name	Receipt Date	Receipt Amount

123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00
123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00

Page 5

The General Ledger Branch will be responsible for applying each receipt listed on the **AR Schedule of Collections Report** to an AR transaction.

Locating Cashier Entered Receipts



Locating Cashier Entered Receipts

- You may locate the receipts that the cashier has entered in many ways
- We recommend that you use the **Batch Number** to easily locate the receipts


1. Apply Receipts

National Institutes of Health		Page: 1 of 1	
AR Schedule of Collections Report		Report Date:09/04/03	

Deposit Ticket Number:555551			
-----		-----	
Total Batches Included	Total Actual Receipts Included	Deposit Ticket Total Amount	
-----		-----	
1	2	1,000.00	
-----		-----	
Batch Number: 4	Batch Source:Sponsored Travel		
	Payment Method:SPON TRAV FY04		
-----		-----	
Batch Control Count	Batch Control Amount	Batch Actual Count	Batch Actual Amount
-----		-----	
2	1,000.00	2	1,000.00
-----		-----	
Receipt Number	Payer Name	Receipt Date	Receipt Amount
-----		-----	
123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00
123456	CARNEGIE MELLON UNIVERSITY	09/01/2003	500.00

Page 6

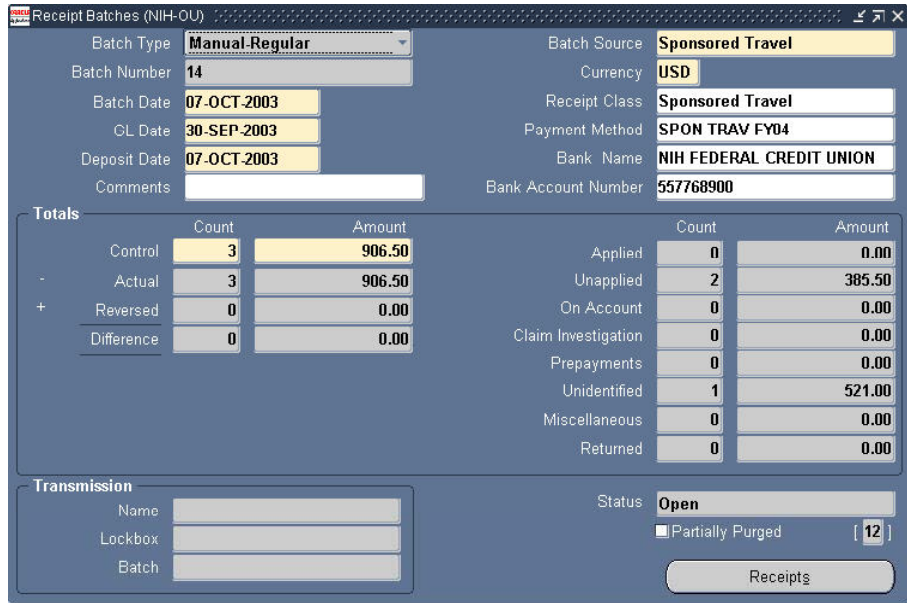
Sponsored Travel Receipt Batches

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Sponsored Travel Receipt Batches

The following is a sample completed Sponsored Travel Receipt Batch entered by the Cashiers

1. Apply Receipts



Totals		Count	Amount	Count	Amount	
Control		3	906.50	Applied	0	0.00
- Actual		3	906.50	Unapplied	2	385.50
+ Reversed		0	0.00	On Account	0	0.00
Difference		0	0.00	Claim Investigation	0	0.00
				Prepayments	0	0.00
				Unidentified	1	521.00
				Miscellaneous	0	0.00
				Returned	0	0.00

Transmission

Name

Lockbox

Batch

Status: Open

☐ Partially Purged [12]

Receipts

Page 7

In the screen shot above, we can determine that there are three receipts in this receipt batch.

Two receipts have the status of “Unapplied”, which indicates that the cashier was able to identify the customer based upon the name on the check.

One receipt has the status of “Unidentified”, which indicates that the cashier was not able to locate the name of the customer in the NBS.

Your goal is to apply the receipts to outstanding transactions so that the entire amount is listed in the “Applied” row.

Press the **Receipts** button to view the receipts in the batch.

Sponsored Travel Receipt Batches



Sponsored Travel Receipt Batches

- The receipts are displayed in the **Receipt Summary** screen
- To view the details of each receipt and apply it to a transaction, you must highlight the receipt line and select the **Open** button


1. Apply Receipts

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	Amount
25142	Cash	07-OCT-2003	30-SEP-2003		
52631	Cash	07-OCT-2003	30-SEP-2003		
62536	Cash	07-OCT-2003	30-SEP-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

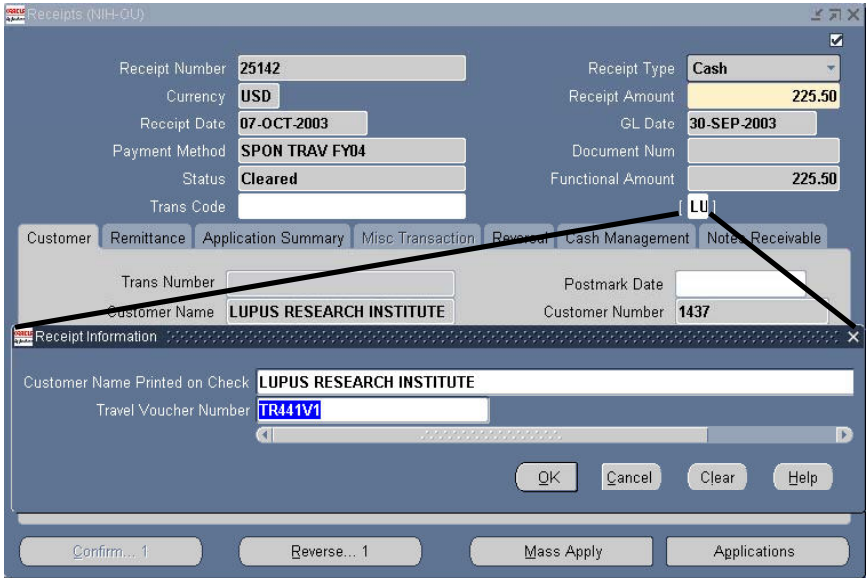
Reviewing Cashier Receipt Entry



Reviewing Cashier Receipt Entry

The cashier will enter the customer name and travel voucher number in the receipt flexfield to assist in the application


1. Apply Receipts



Page 9

If the Cashier was able to locate the name of the organization on the check within the Customer Name field list of values, it will be displayed there. If not, the **Customer Name** field will be blank and you will need to do further research to locate the correct customer and invoice.

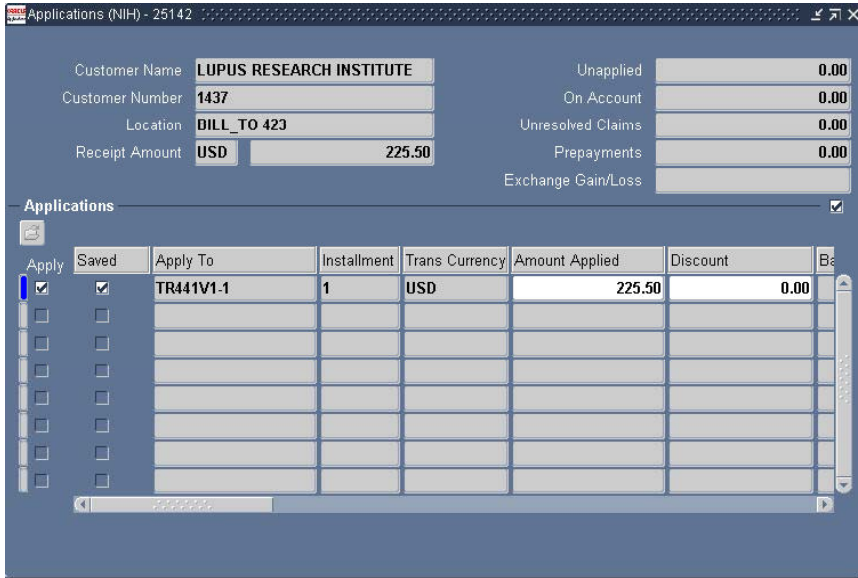
Applying Receipts to Transactions



Applying Receipts to Transactions

Select the **Applications** button to apply the receipt to a specific transaction or group of transactions

1. Apply Receipts



Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR441V1-1	1	USD	225.50	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

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Receipts may be applied to a single sponsor invoice or multiple invoices.

Multiple receipts may be applied to a single sponsor invoice.

However, you may not apply an amount to an invoice that is greater than the current balance on the invoice. For example, if an invoice has a balance of \$500 and a payment was received for \$600, you can apply a maximum of \$500 to that invoice.

Applying Receipts to Invoices

Purpose

This document describes how to apply a receipt that was previously entered.

NIH Receivables Receipt Entry
N > Receipts > Receipt Batches
Receipt Batches

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular**

Batch Number:

Batch Date: **11-JUN-2003**

GL Date: **11-JUN-2003**

Deposit Date: **11-JUN-2003**

Comments:

Batch Source:

Currency: **USD**

Receipt Class:

Payment Method:

Bank Name:

Bank Account Number:

Totals

	Count	Amount		Count	Amount
Control			Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference			Claim Investigation		
			Prepayments		
			Unidentified		
			Miscellaneous		
			Returned		

Transmission

Name:

Lockbox:

Batch:

Status: **New**

☐ Partially Purged []

Receipts

1. Press the **F11** key to enter query mode.

Result: The fields turn blue

2. Enter the batch number from the AR Schedule of Collections report in the **Batch Number** field.
3. Press the **Ctrl + F11** keys to execute the query.

Result: The receipt batch information is displayed.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	14	Currency	USD
Batch Date	07-OCT-2003	Receipt Class	Sponsored Travel
GL Date	30-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	07-OCT-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	557768900

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	3	906.50	Applied	0	0.00			
- Actual	3	906.50	Unapplied	2	385.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	1	521.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			

Transmission		Status	Open
Name		<input type="checkbox"/> Partially Purged	[12]
Lockbox			
Batch			

Receipts

4. Select the **Receipts** button

Result: The **Receipt Summary** window will display the receipts located in the batch.

Receipts Summary (NIH) - 14

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	An
25142	Cash	07-OCT-2003	30-SEP-2003		
52631	Cash	07-OCT-2003	30-SEP-2003		
62536	Cash	07-OCT-2003	30-SEP-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

- Place your cursor in the line of the receipt you want to apply and select the **Open** button.

Result: The **Receipts** window is displayed

Receipts (NIH-OU)

Receipt Number	25142	Receipt Type	Cash
Currency	USD	Receipt Amount	225.50
Receipt Date	07-OCT-2003	GL Date	30-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	225.50
Trans Code			[LU]

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	LUPUS RESEARCH INSTITUTE	Customer Number	1437
Taxpayer ID		Location	BILL_TO 423
Reference		Tax Code	
Comments			

Customer Bank

Bank Name	
Account Num	

Confirmation

Date	
GL Date	

Confirm... 1 Reverse... 1 Mass Apply Applications

- Place your cursor in the **flexfield** [] located below the **Functional Amount** field.

Result: The **Receipt Information** window is displayed.

Receipt Information

Customer Name Printed on Check	LUPUS RESEARCH INSTITUTE
Travel Voucher Number	TR441V1

OK Cancel Clear Help

- Record the customer name and the travel voucher number on the schedule of collections report.
- Close the **Receipt Information** window.

**If the correct customer name is displayed in the Customer Name field, goto task #10.
Otherwise, goto task #9.**

- Place your cursor in the **Customer Name** field and use the **LOV** to locate the sponsor.

Result: The **Customer Number** and **Location** fields are populated.

- Select the **Applications** button.

Result: The **Applications** window is displayed

Applications (NIH) - 25142

Customer Name	LUPUS RESEARCH INSTITUTE	Unapplied	225.50
Customer Number	1437	On Account	0.00
Location	BILL_TO 423	Unresolved Claims	0.00
Receipt Amount	USD 225.50	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

11. In the **Apply To** field, select the **LOV** button to review all outstanding transactions for this customer.

Note: Use the horizontal scroll bar to view the invoice balance

Number	Install	Cust Num	Type	Due Date
Credit Card Refund				
On Account				
Receipt Write-off				
TR100V1-1	1	2106	Sponsored Travel Inv	25-JUL-2003
TR101V1-1	1	2106	Sponsored Travel Inv	25-JUL-2003
TR102V1-1	1	2106	Sponsored Travel Inv	25-JUL-2003
TR106V1-1	1	2106	Sponsored Travel Inv	25-JUL-2003
TR1070V1-1	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1070V1-2	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1070V1-3	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1070V1-4	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1080-V1	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1100V1-1	1	2106	Sponsored Travel Inv	26-JUL-2003
TR1100V1-3	1	2106	Sponsored Travel Inv	28-JUL-2003

12. Select the appropriate invoice and select the **OK** button.
13. Press the **Tab** key to populate the **Amount Applied** field.
14. Use the horizontal scroll bar to locate the last field in the **Applications** block and place your cursor in the **Transaction Code** field.

Result: The **Enter Transaction Events** window is displayed

Form Activity: **Invoice Collections**

Transaction Event:

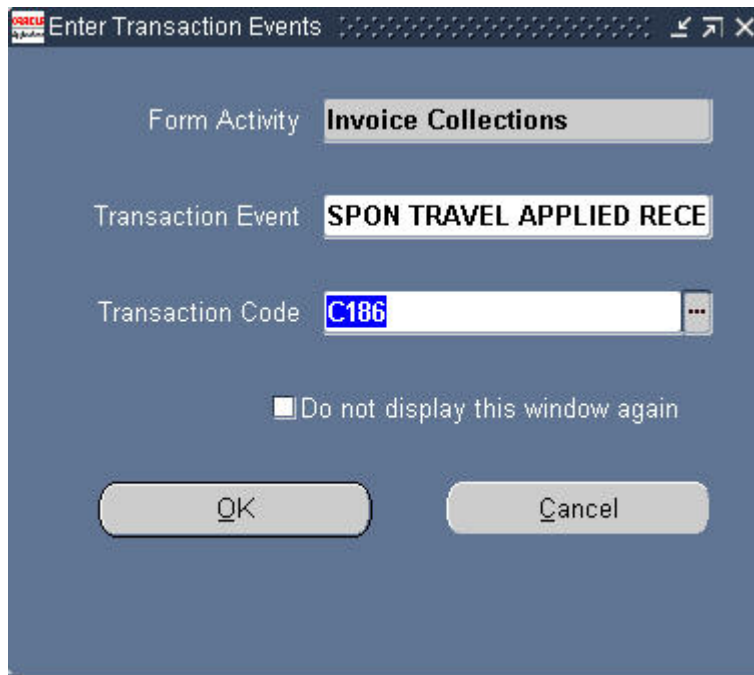
Transaction Code:

☐ Do not display this window again

OK Cancel

15. In the **Transaction Event** field, select **Spon Travel Applied Receipt** from the **LOV**.

Result: The **Transaction Code** field is updated with the appropriate transaction code.



The screenshot shows a dialog box titled "Enter Transaction Events". It has three input fields: "Form Activity" with the value "Invoice Collections", "Transaction Event" with the value "SPON TRAVEL APPLIED RECE", and "Transaction Code" with the value "C186". Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom are two buttons: "OK" and "Cancel".

16. Select the **OK** button.

17. Save the record.

Result: The **Saved** checkbox is enabled.

Applications (NIH) - 25142

Customer Name	LUPUS RESEARCH INSTITUTE	Unapplied	0.00
Customer Number	1437	On Account	0.00
Location	BILL_TO 423	Unresolved Claims	0.00
Receipt Amount	USD 225.50	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications ☒

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR441V1-1	1	USD	225.50	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

If the receipt has not been fully applied and you want to apply it to another transaction, goto task #18. Otherwise, goto task #19.


18. Place your cursor in the next line.

Goto task #11.

19. Close the **Applications** window.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 1: Applying Sponsored Travel Receipts

Running the Unapplied Receipts Register Report



Running the Unapplied Receipts Register Report


After this lesson, you will know how to:

- View sponsored travel invoices

→ **Run reports to assist in the application of receipts**

- Apply receipts to outstanding invoices
- Correct the application of a receipt to an invoice
- Correct the application of a receipt to an incorrect customer

Accounts Receivable Reports

**Accounts Receivable Reports**


Oracle Financial Applications provides standard reports to help you research unapplied receipts and open transactions

2. Conduct Research on Unapplied Receipts

- Reports to Determine Unapplied and Unidentified Receipts
 - Unapplied Receipt Register
- Reports to Determine Open Receivables Transactions
 - Billing and Receipt History
 - Account Status Report
 - Aging Report

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Purpose of the Unapplied Receipts Register Report

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Purpose of the Unapplied Receipts Register Report

The unapplied receipts register report displays receipts that have not been completely applied to an invoice

2. Conduct Research on Unapplied Receipts

NATIONAL INSTITUTES OF HEALTH				Unapplied Receipts Register		Report Date: 08-OCT-2003 17:58		
				GL Date From	To	Page: 1 of 1		
Currency: All		Format Option: Summarize		* - Unidentified Payment				
FUND: 08070020040DA0								
GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account Amount	Unapplied Amount	Claim Amount
Customer Name: CARNEGIE MELLON UNIVERSITY				Customer Number: 1203				
	Sponsored Travel 14		SPON TRAV FY62536		07-OCT-03	0.00	160.00	0.00
Total for Customer: CARNEGIE MELLON UNIVERSITY						0.00	160.00	0.00
Customer Name: LUPUS RESEARCH INSTITUTE				Customer Number: 1437				
	Sponsored Travel 14		SPON TRAV FY25142		07-OCT-03	0.00	225.50	0.00
Total for Customer: LUPUS RESEARCH INSTITUTE						0.00	225.50	0.00
Customer Name: ***** Unidentified				Customer Number:				
	Sponsored Travel 14		SPON TRAV FY52631		07-OCT-03	0.00	521.00	0.00*
Total for Customer: ***** Unidentified						0.00	521.00	0.00
Total for FUND: 08070020040DA0						0.00	906.50	0.00
Total for Report:						0.00	906.50	0.00

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The navigation path to this report is N > Reports > Collections

The first section of the report lists the unapplied receipts for each customer.

The second section lists the unidentified receipts. Unidentified receipts have not been assigned to a customer.

The report provides you with the payment batch name, the payment date, and the amount of the receipt that is unapplied.

Note: The NIH does not currently utilize the on-account functionality.

Unapplied Receipt Register

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Unapplied Receipt Register

The Unapplied Receipt Register Report can be run using the following parameters:

2. Conduct Research on Unapplied Receipts



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Report Parameters

Format Option: Select Detailed or Summary from the **LOV**

Receipt GL Date Range: Enter a date or date range when the receipts were entered into the NBS by the Cashiers Office

Currency Code: Leave blank or enter **USD**

Customer Name Range: Select a customer or range of customers for the report from the **LOV**

Customer Number Range: Select a customer or range of customers for the report from the **LOV**


Batch Name Range: Select a receipt batch name or range of receipt batches from the **LOV** (Receipt batches are sequentially numbered)

Batch Source Name Range: Select Sponsored Travel from the **LOV**

Receipt Number Range: Receipt number field is used to hold the check number

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

Purpose of the Billing and Receipt History Report

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Purpose of the Billing and Receipt History Report

The Billing and Receipt History Report displays the transactions and receipts applied to them

2. Conduct Research on Unapplied Receipts


Transaction		Original Amount		Balance Due		Credited Amount		Adjusted Amount		Applied Amount		Receipt Amount	
Number	Type	Due Date	Amount	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Currency
Customer Number: 1834		Customer Name: ACADEMY OF MOLECULAR IMAGING		350.50									
INSTRUMENT-1 Sponsored In 08-NOV-02													
						Currency: USD		0.00		0.00		0.00	

Page 16

The navigation path to this report is N > Reports > Collections

The Billing and Receipt History Report displays the transactions and receipts segregated by customer for a given date range. The report displays both open and closed transactions.

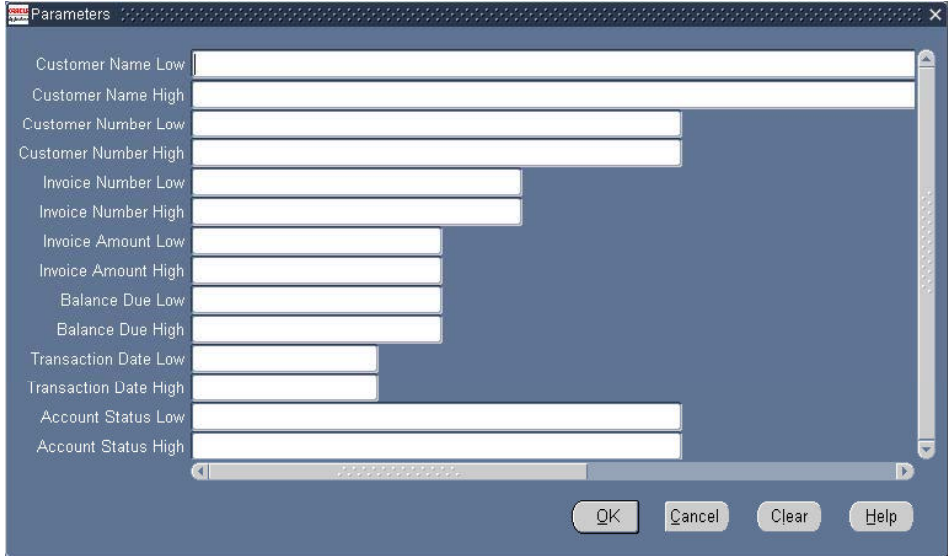
Billing and Receipt History Report

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Billing and Receipt History Report

Billing and Receipt History Report Parameters:

2. Conduct Research on Unapplied Receipts



Parameters

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

Invoice Number Low

Invoice Number High

Invoice Amount Low

Invoice Amount High

Balance Due Low

Balance Due High

Transaction Date Low

Transaction Date High

Account Status Low

Account Status High

OK Cancel Clear Help

Selected Report Parameters

Customer Name Range: Select a customer range from the **LOV**

Customer Number Range: Select a customer range from the **LOV**

Invoice Number Range: Select an invoice number range from the **LOV**

Invoice Amount Range: Enter an invoice amount range


Balance Due Range: Enter a balance due range

Transaction Date Range: Select transaction date range from the **LOV**

Account Status Range: Do not use

For all range fields, if you want the report to run for a single value, enter the same value in the low and high fields.

Account Status Report



Account Status Report

The Account Status Report displays the transactions and receipts received for each customer

2. Conduct Research on Unapplied Receipts

NATIONAL INSTITUTES OF HEALTH
Order By: Customer
Account Status:

Account Status Report

Report Date: 09-OCT-2003 16:19
Page: 1 of 5

Customer			Invoice			Functional			
Collector	Name	Number	Location	Number	Type Date	Due Date	Currency	Original Amount	Balance Due
Default C	AMERICAN HEART ASSOCIAT	1087	BILL_TO	TR25V1-1	Spon 12-SEP-03	12-OCT-03	USD	1,090.00	90.00
				TR28V1-1	Spon 09-SEP-03	09-OCT-03	USD	1,090.00	90.00
				TR30V1-1	Spon 08-SEP-03	08-OCT-03	USD	1,090.00	40.00
				TR35V1-1	Spon 03-SEP-03	03-OCT-03	USD	1,090.00	40.00
				TR37V1-1	Spon 01-SEP-03	01-OCT-03	USD	1,090.00	40.00
				TR44V1-1	Spon 01-SEP-03	01-OCT-03	USD	1,090.00	1,090.00
Customer Location Subtotal:									1,390.00
Default C	ARTHRITIS FOUNDATION	1129	BILL_TO	TR136V1-1	Spon 05-SEP-03	05-OCT-03	USD	370.50	70.50
				TR137V1-1	Spon 06-SEP-03	06-OCT-03	USD	370.50	370.50
				TR144V1-1	Spon 13-SEP-03	13-OCT-03	USD	370.50	20.50
				TR146V1-1	Spon 15-SEP-03	15-OCT-03	USD	370.50	20.50
				TR147V1-1	Spon 16-SEP-03	16-OCT-03	USD	370.50	370.50
Customer Location Subtotal:									852.50


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The navigation path to this report is N > Reports > Collections

The Account Status Report displays all the open transactions for a customer, including the original amount, the balance due, and the due date. In addition, the account status report displays any unapplied receipts.

The Account Status Report segregates transactions for a customer by location.

Account Status Report



Account Status Report

Account Status Report Parameters:

2. Conduct Research on Unapplied Receipts

Parameters

Order By

Customer

Account Status Low

Account Status High

Collector Low

Collector High

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK Cancel Clear Help

Page 19

Selected Report Parameters

Order By: Leave default value of Customer


Account Status Range: Do not use

Collector: Do not use

Customer Name Range: Select a customer name range from the **LOV**

Customer Number Range: Select a customer number range from the **LOV**

Aged Trial Balance – 4 Buckets Report

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Aged Trial Balance – 4 Buckets Report

The Aging – 4 Buckets Report displays information on open transactions and indicates the number of days outstanding

2. Conduct Research on Unapplied Receipts

Invoice Number	Due Type Date	Reference Number	Days Late	% Unpaid	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61+ Days Past Due
AMERICAN HEART ASSOCIATION					1087				
TR25V1-1	Spon	12-OCT-03	-3	8.2	90.00	90.00			
TR28V1-1	Spon	09-OCT-03	0	8.2	90.00	90.00			
TR30V1-1	Spon	08-OCT-03	1	3.6	40.00		40.00		
TR35V1-1	Spon	03-OCT-03	6	3.6	40.00		40.00		
TR37V1-1	Spon	01-OCT-03	8	3.6	40.00		40.00		
TR44V1-1	Spon	01-OCT-03	8	100	1,090.00		1,090.00		
Total:					1,390.00	180.00	1,210.00	0.00	0.00
Customer Balance:					1,390.00	12.95%	87.05%	.00%	.00%
ARTHRITIS FOUNDATION					1129				
TR136V1-1	Spon	05-OCT-03	4	19	70.50		70.50		
TR137V1-1	Spon	06-OCT-03	3	100	370.50		370.50		

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The navigation path to this report is N > Reports > Collections


The Aging – 4 Buckets Report displays the open transactions for each customer and groups them by the number of days they are overdue.

The four buckets include Current, 1-30 Days Past Due, 31 – 60 Days, and 61+ days.

The Aging Report does not displays unapplied receipts and debit memos in the second section of the report.

The final section of the Aging Report displays unidentified receipts.

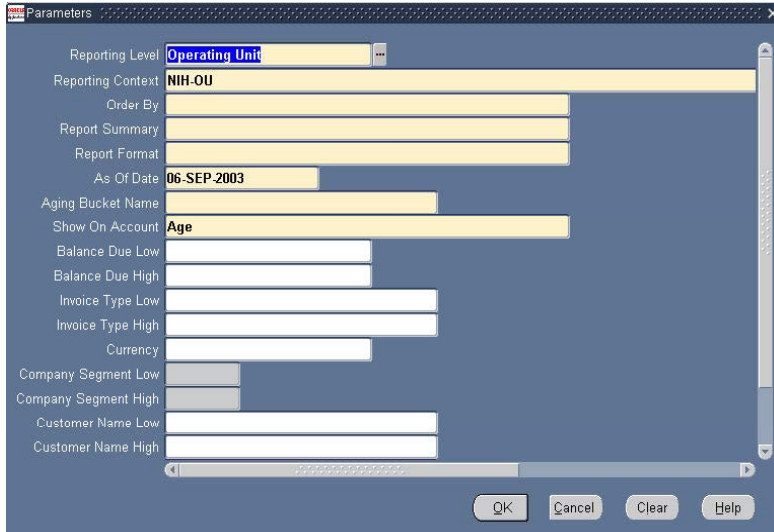
Aged Trial Balance – 4 Buckets Report



Aged Trial Balance – 4 Buckets Report

Aged Trial Balance – 4 Buckets Report Parameters

2. Conduct Research on Unapplied Receipts



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Selected Report Parameters

Order By: Use the **LOV** to select the order in which you want the information displayed

Report Summary: Use the **LOV** to select the summary type

Report Format: Select Brief or Detailed from the **LOV**


As of Date: Enter the date as of which you want the information to display

Bucket Name: Use the **LOV** to populate **Standard**


Show on Account: Select Summarize or Age from the **LOV**

Populate the other fields as necessary.

Practice Lab

**Practice Lab**

Lab Time



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Complete Lab 2: Running Accounts Receivable Reports and Research

Correcting the Application of a Receipt



Correcting the Application of a Receipt

After this lesson, you will know how to:

- Apply receipts to invoices
- Run reports to assist in the application of receipts
- **Correct the application of a receipt to an invoice**
- Writing off receipt balances

Correcting Unapplied Receipts



Correcting Unapplied Receipts


IF you need to apply a receipt to an additional invoice, **then** apply the receipt to the second invoice in the Applications window.

3. Apply Receipts or Correct Receipt Application

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR443V1.1	1	USD	100.00	0.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR472V1.2	1	USD	30.50	0.00
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

IF the receipt needs to be applied to an outstanding invoice(s), **then** apply the existing receipt to the invoice(s).

Correcting a Receipt that has been Applied to the Wrong Invoice

**Correcting a Receipt that has been Applied to the Wrong Invoice**

IF you a receipt has been applied to the wrong invoice, **then** the receipt must be reversed and reentered.

3. Apply Receipts or Correct Receipt Application

Step 1: Locate the receipt batch

Step 2: Reverse the receipt that was incorrectly applied

Step 3: Enter a new receipt in the original batch

Step 4: Apply the receipt to the correct invoice(s)

Step 5: Save the changes

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Note: You must re-enter the receipt in the same receipt batch or else the receipt batch. If you do not reverse the original receipt and reenter, the accounting will not be correct.

Reversing a Receipt

Purpose

This document describes how to reverse a receipt that was entered.

NIH Receivables Receipt Entry
N > Receipts > Receipt Batches
Receipt Batches

Receipt Batches (NIH-OU)

Batch Type: **Manual-Regular**

Batch Number:

Batch Date: **11-JUN-2003**

GL Date: **11-JUN-2003**

Deposit Date: **11-JUN-2003**

Comments:

Batch Source:

Currency: **USD**

Receipt Class:

Payment Method:

Bank Name:

Bank Account Number:

Totals

	Count	Amount		Count	Amount
Control			Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference			Claim Investigation		
			Prepayments		
			Unidentified		
			Miscellaneous		
			Returned		

Transmission

Name:

Lockbox:

Batch:

Status: **New**

☐ Partially Purged []

Receipts

1. Press the **F11** key to enter query mode.

Result: The fields turn blue

2. Enter the batch number from the AR Schedule of Collections report in the **Batch Number** field.
3. Press the **Ctrl + F11** keys to execute the query.

Result: The receipt batch information is displayed.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	14	Currency	USD
Batch Date	07-OCT-2003	Receipt Class	Sponsored Travel
GL Date	30-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	07-OCT-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	557768900

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	3	906.50	Applied	0	0.00			
- Actual	3	906.50	Unapplied	2	385.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	1	521.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			

Transmission		Status	Open
Name		<input type="checkbox"/> Partially Purged	[12]
Lockbox			
Batch			

Receipts

4. Select the **Receipts** button

Result: The **Receipt Summary** window will display the receipts located in the batch.

Receipts Summary (NIH) - 14

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	An
25142	Cash	07-OCT-2003	30-SEP-2003		
52631	Cash	07-OCT-2003	30-SEP-2003		
62536	Cash	07-OCT-2003	30-SEP-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

- Place your cursor in the line of the receipt you want to reverse and select **Open**.

Result: The **Receipts** window is displayed.

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	100.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

If you would like to review the receipt application prior to reversing the receipt, goto task #6. Otherwise, goto task #8.

6. Select the **Applications** button.

Result: The **Applications** window is displayed.

Applications (NIH) - 15263

Customer Name	AAPS	Unapplied	0.00
Customer Number	2281	On Account	0.00
Location	BILL_TO 3072	Unresolved Claims	0.00
Receipt Amount	USD 750.00	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10020	1	USD	750.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

- Review the information then close the **Applications** window.

Result: You will be returned to the **Receipts** window.

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	100.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

8. Select the **Reverse...1** button.

Result: The **Reverse** window is displayed.

Reverse

Date	11-JUN-2003	GL Date	11-JUN-2003
Category			
Reason			
Comment			

☐ Debit Memo Reversal

Type		Document Num	
Account			

Reverse Cancel

9. Enter the date of reversal in the **Date** field.
10. Enter the date to post to the GL in the **GL Date** field.

11. In the **Category** field, use the **LOV** to select a category for the reversal.

Note: If the receipt was simply entered incorrectly, then select **Reverse Receipt**. Otherwise, select the appropriate category.

12. In the **Reason** field, use the **LOV** to select a reason for the reversal.

13. Enter any additional comments in the **Comment** field.

Example: Below is a sample completed **Reverse** window.

The screenshot shows a 'Reverse' window with the following fields and values:

Field	Value
Date	11-JUN-2003
GL Date	11-JUN-2003
Category	Non-sufficient Funds
Reason	Nsf
Comment	Returned on document #12536

Below the main fields is a section for 'Debit Memo Reversal' with a checkbox and the following fields:

Field	Value
Type	
Account	
Document Num	

At the bottom of the window are two buttons: 'Reverse' and 'Cancel'.

14. Select the **Reverse** button.

Result: The **Receipt** window is displayed with a **Status** of "Reversed".

Receipts (NIH) - 1000024

Receipt Number	1111	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	01-JUL-2003	GL Date	01-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Reversed	Functional Amount	100.00
Trans Code			[]

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	AAPS	Customer Number	2281
Taxpayer ID		Location	BILL_TO 3072
Reference		Tax Code	
Comments			

Customer Bank

Bank Name	
Account Num	

Confirmation

Date	
GL Date	

Confirm... 1 Reverse... 1 Mass Apply Applications

End of activity.

Entering Sponsored Travel Receipt Batches

Purpose

The purpose of this document is to describe how to enter sponsored travel receipt batches into the NBS.

Before you begin

Before you begin, you must have the receipt information available for entry.

Important: If you are entering a receipt within an existing receipt batch, locate the existing batch and skip **Tasks 1 - 5** and proceed directly to Task 6.

NIH Receivables Receipt Entry

N > Receipts > Batches

Receipt Batches

The screenshot shows the 'Receipt Batches (NIH-OU)' window. It contains several input fields and tables. The 'Batch Type' is set to 'Manual-Regular'. The 'Batch Source' is a dropdown menu. The 'Currency' is set to 'USD'. The 'Batch Date', 'GL Date', and 'Deposit Date' are all set to '11-JUN-2003'. The 'Receipt Class', 'Payment Method', 'Bank Name', and 'Bank Account Number' are empty fields. The 'Comments' field is also empty. Below these fields is a 'Totals' section with two tables. The first table has columns 'Count' and 'Amount' and rows for 'Control', 'Actual', 'Reversed', and 'Difference'. The second table has columns 'Count' and 'Amount' and rows for 'Applied', 'Unapplied', 'On Account', 'Claim Investigation', 'Prepayments', 'Unidentified', 'Miscellaneous', and 'Returned'. At the bottom, there is a 'Transmission' section with fields for 'Name', 'Lockbox', and 'Batch'. The 'Status' is set to 'New'. There is a checkbox for 'Partially Purged' and a button labeled 'Receipts'.

Totals		
	Count	Amount
-	Control	
	Actual	
+	Reversed	
	Difference	

Totals		
	Count	Amount
	Applied	
	Unapplied	
	On Account	
	Claim Investigation	
	Prepayments	
	Unidentified	
	Miscellaneous	
	Returned	

Transmission

Name	
Lockbox	
Batch	

Status: New

☐ Partially Purged

Receipts

1. In the **Batch Source** field, select **Sponsored Travel** from the **LOV**

Result: The **Receipt Class, Payment Method, Bank Name, and Bank Account Number** will default.

If the payment method is fed wire or foreign currency, goto task #2. Otherwise, goto task #3.

2. Tab to the **Payment Method** field and select the appropriate payment method from the **LOV**.

Result: The **Bank Name** and **Bank Account Number** fields will default.

3. In the **Control: Count** field, enter the total number of receipts in the batch
4. Tab to the **Control: Amount** field and enter the total dollar amount of the receipts in the batch.
5. Save the record.

Result: The **Batch Number** is assigned and the **Totals** fields are displayed.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	4	Currency	USD
Batch Date	02-SEP-2003	Receipt Class	Sponsored Travel
GL Date	02-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	02-SEP-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	008849722

Totals		Count	Amount	Count	Amount
Control		2	1000.00	Applied	0.00
- Actual		0	0.00	Unapplied	0.00
+ Reversed		0	0.00	On Account	0.00
Difference		2	1000.00	Claim Investigation	0.00
				Prepayments	0.00
				Unidentified	0.00
				Miscellaneous	0.00
				Returned	0.00

Transmission		Status	New
Name		<input type="checkbox"/> Partially Purged	[]
Lockbox			
Batch		Receipts	

6. Select the **Receipts** button.

Result: The **Receipt Summary** window is displayed.

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	Amount
	Cash	02-SEP-2003	02-SEP-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

7. Select the **New** button.

Result: The **Receipts** window is displayed.

Receipts (NIH) - 4

Receipt Number

Currency **USD**

Receipt Date **02-SEP-2003**

Payment Method **SPON TRAV FY04**

Status **Cleared**

Trans Code

Receipt Type **Cash**

Receipt Amount

GL Date **02-SEP-2003**

Document Num

Functional Amount

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number

Customer Name

Taxpayer ID

Reference

Comments

Postmark Date

Customer Number

Location

Tax Code

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

8. Enter the check number in the **Receipt Number** field.
 9. Tab the **Receipt Amount** field and enter the amount of the payment.
 10. Tab to the **Receipt Date** field and enter the date on the check
 11. In the **Customer Name** field, use the **LOV** to locate the customer name.
- If the customer name is found, goto task #12. Otherwise, goto task #13.**
12. Select the **OK** button.

Result: The **Customer Number** and **Location** fields default.

Receipts (NIH) - 4

Receipt Number	123456	Receipt Type	Cash
Currency	USD	Receipt Amount	500.00
Receipt Date	01-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	500.00
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	CARNEGIE MELLON UNIVERSIT	Customer Number	1203
Taxpayer ID		Location	BILL_TO 186
Reference		Tax Code	
Comments			

Customer Bank
Bank Name
Account Num

Confirmation
Date
GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

Goto task #14.

13. Select the **Cancel** button to close the **LOV** window.
14. Place your cursor in the **Flexfield []** under the **Functional Amount** field.

Result: The **Receipt Information** window is displayed.

Receipt Information

Customer Name Printed on Check	
Travel Voucher Number	

OK Cancel Clear Help

15. Enter the name printed on the check in the **Customer Name Printed on Check** field.
16. Enter the travel document number in the **Travel Voucher Number** field.
17. Select the **OK** button.

Result: The **Receipt Information** window closes.

Receipts (NIH) - 4

Receipt Number	123456	Receipt Type	Cash
Currency	USD	Receipt Amount	500.00
Receipt Date	01-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	500.00
Trans Code			[CA]

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name	CARNEGIE MELLON UNIVERSIT	Customer Number	1203
Taxpayer ID		Location	BILL_TO 186
Reference		Tax Code	
Comments			

Customer Bank

Bank Name	
Account Num	

Confirmation

Date	
GL Date	

Confirm... 1 Reverse... 1 Mass Apply Applications

18. Save the record.

If there are additional receipts to enter, goto task #19. Otherwise, goto task #20.

19. Select the **New**  button on the applications toolbar.

Result: A blank receipt window is displayed.

Receipts (NIH) - 4

Receipt Number		Receipt Type	Cash
Currency	USD	Receipt Amount	
Receipt Date	02-SEP-2003	GL Date	02-SEP-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	
Trans Code			

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number		Postmark Date	
Customer Name		Customer Number	
Taxpayer ID		Location	
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

Goto task #8.

20. Close the **Receipts** window.

Result: You are returned to the **Receipts Summary** window.

Receipt Batches (NIH-OU)

Batch Type	Manual-Regular	Batch Source	Sponsored Travel
Batch Number	4	Currency	USD
Batch Date	02-SEP-2003	Receipt Class	Sponsored Travel
GL Date	02-SEP-2003	Payment Method	SPON TRAV FY04
Deposit Date	02-SEP-2003	Bank Name	NIH FEDERAL CREDIT UNION
Comments		Bank Account Number	008849722

Totals								
	Count	Amount		Count	Amount		Count	Amount
Control	2	1000.00	Applied	0	131.50			
- Actual	2	1000.00	Unapplied	2	868.50			
+ Reversed	0	0.00	On Account	0	0.00			
Difference	0	0.00	Claim Investigation	0	0.00			
			Prepayments	0	0.00			
			Unidentified	0	0.00			
			Miscellaneous	0	0.00			
			Returned	0	0.00			

Transmission		Status	Open
Name		<input type="checkbox"/> Partially Purged	[]
Lockbox			
Batch			


Receipts

22. Review the **Totals** block to ensure that the **Difference: Count** and **Difference: Amount** fields are zero.

23. Update the **Control Amounts** of receipt totals as necessary.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 3: Correcting Receipt Application

Adjustment Scenarios and Receipt Application



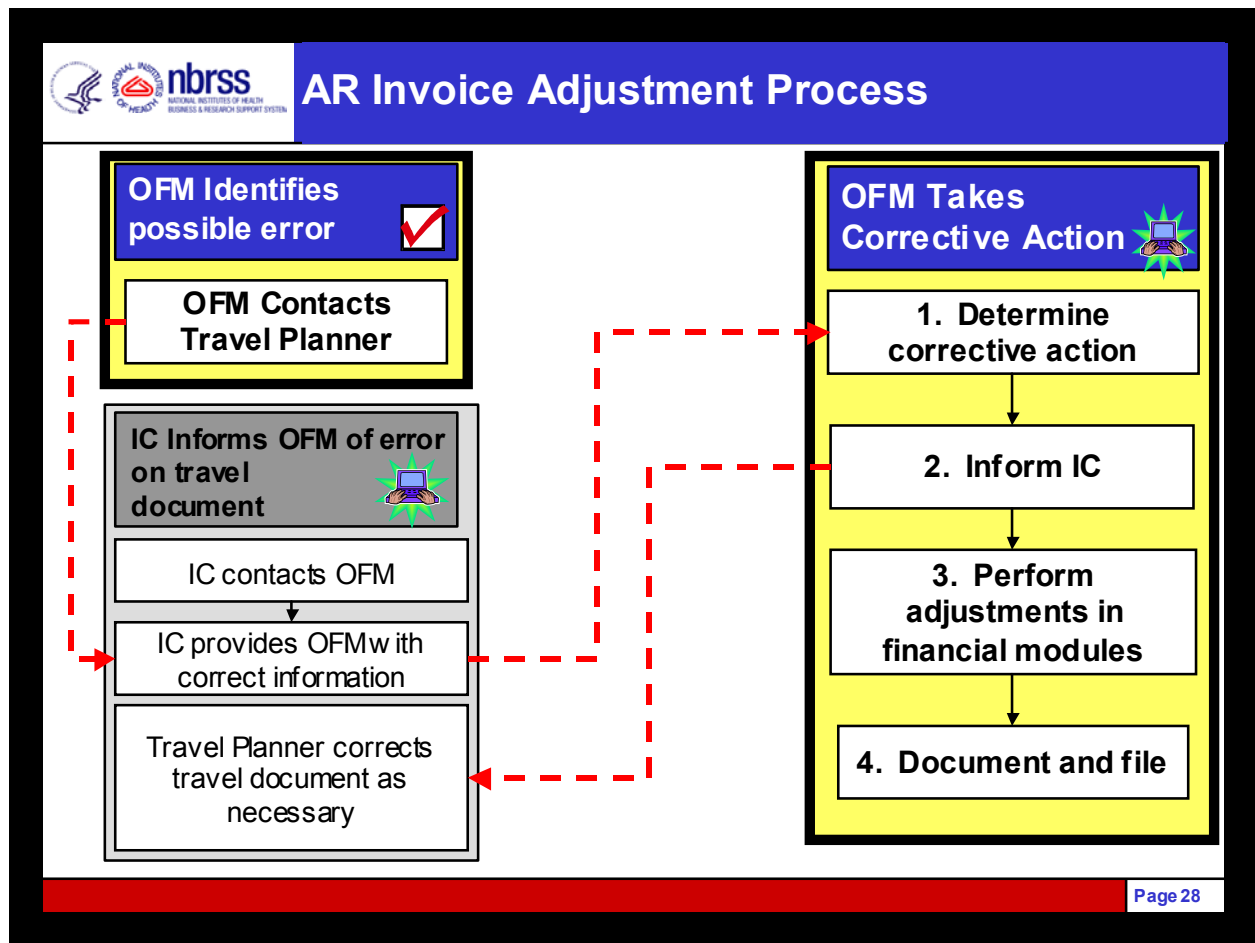
Adjustment Scenarios and Receipt Application

After this lesson, you will know how to:

- Apply receipts to invoices
- Run reports to assist in the application of receipts
- Correct the application of a receipt to an invoice

→ Perform adjustments affecting receipt application

Option 3: Oracle Extension



Errors may be identified by the IC or OFM. OFM most likely will notice the need for an adjustment while reconciling a customer's account.

Determining the corrective action




Determining the corrective action

- OFM must determine the appropriate corrective action based upon the specific details of each situation
- The Travel and General Ledger offices must work together to ensure the correct solution is developed and the appropriate adjustments are made
- Eight scenarios have been identified as the most probable adjustment scenarios
- Use the eight scenarios listed in the upcoming slides to determine the appropriate corrective action

1. Determine corrective action



AR Adjustment Scenarios

**AR Adjustment Scenarios**

1. Determine corrective action

➤ **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed

- If Sponsor pays the correct amount, enter an AR Adjustment
- If Sponsor pays the higher amount, either:
 - Apply payment to future invoice
 - Reclassify receipt to miscellaneous receipts
 - Refund amount to sponsor

➤ **Scenario 2:** Incorrect Accounting was used on a Sponsored In-Cash Travel Expense on the Voucher

- Enter a manual journal voucher in GL
- Correct the accounting information on the AR Invoice

➤ **Scenario 3:** Traveler reported a direct expense as Sponsored In-Cash on the travel voucher



- Enter an AR Adjustment

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Scenarios 1 – 7 require an adjustment to the AP invoice, either in AP or in the GL.

Scenario 8 requires AP action in the event that a refund to the sponsor is required.

AR Adjustment Scenarios (cont.)

  nhrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	AR Adjustment Scenarios (cont.)	
<ul style="list-style-type: none">➤ Scenario 4: Traveler reported a sponsored in-cash expense to a direct project on the travel voucher<ul style="list-style-type: none">▪ Enter a manual journal voucher in GL➤ Scenario 5: Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher<ul style="list-style-type: none">▪ If Sponsor pays the correct amount, enter an AR Adjustment▪ If Sponsor pays the incorrect amount, refund amount to sponsor▪ Enter a manual journal voucher in GL to reverse the in-kind transaction.➤ Scenario 6: Traveler reported a sponsored in-cash expense as a sponsored in-kind expense on the travel voucher<ul style="list-style-type: none">▪ Enter a manual journal voucher in GL to reverse the in-kind transaction.▪ The Travel Planner enters a new voucher for the in-cash amount previously reported in error		1. Determine corrective action
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AR Adjustment Scenarios

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AR Adjustment Scenarios

➤ **Scenario 7:** Sponsor pays less than expected

- Enter an AR Adjustment

➤ **Scenario 8:** Sponsor pays more than expected

- Apply payment balance to future invoice
- Reclassify receipt to miscellaneous receipts
- Refund amount to sponsor

1. Determine corrective action

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These are the most common adjustments that the AR group will encounter.

Inform IC of Adjustments



Inform IC of Adjustments


- Once the corrective action has been determined, you should inform the IC of the steps that are required by OFM and the IC
- In addition, if the IC must take corrective action in the NBS Travel System, provide the IC with explicit directions as to the information that should be entered.

2. Inform IC



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Refunding Payments to Sponsors

**Refunding Payments to Sponsors**

OFM may refund overpayments to the Sponsors.

The following Scenarios may require a refund to the sponsor:



- **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed and the sponsor pays the incorrect amount
- **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expenses on the travel voucher and the sponsor pays the incorrect amount
- **Scenario 8:** Sponsor pays more than expected

3. Perform adjustments in financial modules

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OFM will decide when it is appropriate to refund amounts to the sponsor on a case-by-case basis.

Applying Receipts to Debit Memos

  nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	Applying Receipts to Debit Memos	
<ul style="list-style-type: none">➤ Refunding money to a sponsor is a multi-step process➤ NIH Receivables Receipts user is responsible for Step 2		3. Perform adjustments in financial modules
<p><u>Step 1:</u> NIH Receivables Transaction User enters a Debit Memo in AR for the amount of the refund</p> <p><u>Step 2:</u> NIH Receivables Receipt User applies the unapplied receipt amount to the Debit Memo</p> <p><u>Step 3:</u> The Government Accounting Department adds the sponsor as a vendor</p> <p><u>Step 4:</u> NIH Payables User processes the payment to the Sponsor</p>		
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Applying Receipts to Debit Memos



Applying Receipts to Debit Memos

- To apply a receipt to a debit memo, locate the receipt and select the **Applications** button
- Place your cursor in the first available line and use the **LOV** in the **Apply To** field to select the Debit Memo

3. Perform adjustments in financial modules

Applications (NIH) - 25142


Customer Name: LUPUS RESEARCH INSTITUTE
Customer Number: 1437
Location: DILL_TO 423
Receipt Amount: USD 475.50

Unapplied: 0.00
On Account: 0.00
Unresolved Claims: 0.00
Prepayments: 0.00
Exchange Gain/Loss: 0.00

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	B:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR441V1-1	1	USD	225.50	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10014	1	USD	250.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Debit memos are sequentially numbered and are indicated as debit memos in the list of values.

Reclassifying Receipts to Miscellaneous Receipts

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Reclassifying Receipts to Miscellaneous Receipts

OFM may reclassify overpayments to the Sponsors from Sponsored Travel to Miscellaneous Receipts

3. Perform adjustments in financial modules

The following Scenarios may require receipts to be reclassified:

- **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed and the sponsor pays the incorrect amount
- **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher and the sponsor pays the incorrect amount
- **Scenario 8:** Sponsor pays more than expected

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OFM will decide when it is appropriate to reclassify receipts to miscellaneous receipts

Reclassifying Revenue to Miscellaneous Receipts (cont.)



Reclassifying Revenue to Miscellaneous Receipts (cont.)

- To reclassify a receipt to miscellaneous, locate the receipt and select the **Applications** button
- Place your cursor in the first available line and use the **LOV** in the **Apply To** field to select **Receipt Write-Off**
- Enter the correct **Activity** and **Transaction Code**

3. Perform adjustments in financial modules

Applications (NIH) - 62536

Customer Name	CARNEGIE MELLON UNIVERSITY	Unapplied	0.00
Customer Number	1203	On Account	0.00
Location	BILL_TO 106	Unresolved Claims	0.00
Receipt Amount	USD 500.00	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Be
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR286V1-1	1	USD	495.00	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Receipt Write-off		USD	5.00		
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Writing Off a Receipt Balance

Purpose

This document describes how to reclassify a receipt to miscellaneous receipts.

NIH Receivables Receipts

N > Receipts > Receipt Summary

Receipts Summary

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	Amount
	Cash	27-JAN-2003	27-JAN-2003		

Reverse... 1 Mass Apply New

Confirm... 1 Applications Open

1. Select the **Find**  button on the application toolbar.

Result: The **Find Receipts** window is displayed.

The screenshot shows the 'Find Receipts (NIH)' application window. It features a 'Main' tab and a 'More' tab. The 'Main' tab contains a 'Customer' section with input fields for Name, Number, Location, and Taxpayer ID. Below the 'Customer' section are input fields for Collector Name, Receipt Numbers, Document Numbers, Receipt Dates, Postmark Date, GL Dates, Maturity Dates, Receipt Type (a dropdown menu), and Batch Name. At the bottom of the window are three buttons: 'Clear', 'New', and 'Find'.

2. Enter your search criteria on the **Main** or **More** tabs.

Notes:

- The more specific search criteria you enter, the faster the search will complete
- Common search criteria fields include: Customer Name, Receipt Number, Batch Name, and Amount (on the **More** tab)
- For additional information on searching for a receipt, refer to *Viewing Receipts [NAV4009A]*

3. Select the **Find** button.

Result: The **Receipts Summary** window will display your search results

The screenshot shows a software window titled "Receipts Summary (NIH-OU)". It contains a table with the following columns: Receipt Number, Type, Receipt Date, GL Date, Postmark Date, and an unlabeled column with a checkmark icon. The first row of data is highlighted in blue and contains the values: 24563, Cash, 10-JUL-2003, 10-JUL-2003, and an empty Postmark Date field. Below the table are six buttons arranged in two rows: Reverse... 1, Mass Apply, New, Confirm... 1, Applications, and Open.

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	
24563	Cash	10-JUL-2003	10-JUL-2003		<input checked="" type="checkbox"/>

Buttons: Reverse... 1, Mass Apply, New, Confirm... 1, Applications, Open

- Place your cursor in the line of the receipt you want to reclassify and select **Open**.

Result: The **Receipts** window is displayed.

Receipts (NIH-OU)

Receipt Number	24563	Receipt Type	Cash
Currency	USD	Receipt Amount	1150.50
Receipt Date	10-JUL-2003	GL Date	10-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	1150.50
Trans Code			[.]

Customer Remittance Application Summary Misc Transaction Reversal Cash Management Notes Receivable

Trans Number	TR1070V1-1	Postmark Date	
Customer Name	AMER. COLL OF PHYSICIANS	Customer Number	2106
Taxpayer ID		Location	BILL_TO 2622
Reference		Tax Code	
Comments			

Customer Bank

Bank Name

Account Num

Confirmation

Date

GL Date

Confirm... 1 Reverse... 1 Mass Apply Applications

5. Select the **Applications** button.

Result: The **Applications** window is displayed.

Applications (NIH) - 24563

Customer Name	AMER. COLL OF PHYSICIANS	Unapplied	300.00
Customer Number	2106	On Account	0.00
Location	BILL_TO 2622	Unresolved Claims	0.00
Receipt Amount	USD 1150.50	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR1070V1-3	1	USD	850.50	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

- Place your cursor in the first available line.

Result: The **Enter Transaction Events** window will be displayed.

Enter Transaction Events

Form Activity: **Invoice Collections**

Transaction Event:

Transaction Code:

☐ Do not display this window again

7. In the **Transaction Event** field, use the **LOV** to select **Receipt Write-Off** and select the **OK** button.

Result: You are returned to the **Applications** window.

Applications (NIH) - 24563

Customer Name: AMER. COLL OF PHYSICIANS
 Customer Number: 2106
 Location: BILL_TO 2622
 Receipt Amount: USD 1150.50

Unapplied: 300.00
 On Account: 0.00
 Unresolved Claims: 0.00
 Prepayments: 0.00
 Exchange Gain/Loss: 0.00

Applications

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR1070V1-3	1	USD	850.50	0.00	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

8. In the **Apply To** field, use the **LOV** to select **Receipt Write-Off** and select the **OK** button.
9. **Tab** to the **Amount Applied** field and enter the amount being written off if different from the value that defaulted.
10. Use the horizontal scroll bar to locate the **Activity** field and use the **LOV** to populate **Receipt Write-Off**.
11. Save the record.

Result: The **Saved** checkbox is enabled.

Applications (NIH) - 24563

Customer Name	AMER. COLL OF PHYSICIANS	Unapplied	0.00
Customer Number	2106	On Account	0.00
Location	BILL_TO 2622	Unresolved Claims	0.00
Receipt Amount	USD 1150.50	Prepayments	0.00
		Exchange Gain/Loss	0.00


Applications ☒

Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR1070V1.3	1	USD	850.50	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Receipt Write-off		USD	300.00		
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

12. Close the **Applications** window.


End of activity.

Practice Lab

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Practice Lab

Lab Time



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Complete Lab 4: Applying Receipts to Debit Memos and Writing Off Receipt Balances

Lesson Summary



Lesson Summary

In this lesson, you learned how to:

- Apply receipts to invoices
- Run reports to assist in the application of receipts
- Correct the application of a receipt to an invoice
- Perform adjustments affecting receipt application

Important Dates and Information


Chapter 6

Important Dates and Information

The slide features a header with the Nabrss logo (National Institutes of Health Business & Research Support System) and the text 'Important Dates and Information' in a large blue box. Below this, a red box contains the text 'Track 2 End User Training'.

Important Dates and Information

Track 2 End User Training

 nbrss NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM	NBS Track 2 Go-Live
<p>September 1, 2003</p> <p>NBS Travel System and supporting financial modules were deployed for entering FY04 travel documents</p> <p>October 1, 2003 or when FY04 funding is available</p> <p>Financial transactions resulting from FY04 travel documents will be processed</p>	
	Page 1

Initial Oracle Set Up Required




Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS
Technical website: <http://nbs.nih.gov/technical.html>

NBS Travel Support Resources


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NBS Travel Support Resources

- **NBS Travel Web links available 24/7**
 - NBS Oracle Online Help and Reference: <http://nbs.nih.gov/training.html>
- **NIH Portal Support**
 - Phone NIH Help Desk at 6-HELP (301.496.4357)
 - Portal website address: <http://my.nih.gov>
- **NBS Customer Support**
 - Phone: Call 5-NBS7 (301.435.6277)
 - E-mail: Send e-mail to tasc@NIH.gov
 - Web Request for Support: Submit to: <http://support.dit.nih.gov>
- **nVision**
 - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
 - E-mail: Send e-mail to nVisionSupport@nih.gov
 - Web Site for information: <http://nvision.nih.gov>

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Evaluation

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Evaluation


**Please take a moment to complete the
on-line training evaluation**

www.surveymonkey.com/s.asp?u=44111257699

Your comments are important to us!

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Good Luck

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Good Luck

Good Luck!

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